

## EDITED KSA LISTING

### CLASS: CARPENTER III (CORRECTIONAL FACILITY)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Journey level knowledge of carpentry principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, glazing, woodworking, etc.) in order to accomplish a work assignment, and to provide direction/information, etc.
<b>K2.</b>	General knowledge of the rules and regulations (e.g. Uniform Building Codes [UBC], Safety Orders of the Division of Industrial Safety applicable to carpentry, California Code of Regulations, etc.) in order to safely and effectively complete work assignments, and to provide direction/information, etc.
<b>K3.</b>	<b>General knowledge of departmental rules and regulations governing the procurement process of carpentry materials, tools, and equipment in order to maintain the facility.</b>
<b>K4.</b>	General knowledge of institutional policies and procedures for inmate/ward supervision to maintain safety and security of the institution, staff, property, etc.
<b>K5.</b>	<b>General math knowledge to calculate labor, material, and/or cost estimates for planned projects.</b>

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	Skill in:
S1.	Skills to perform rough and finish carpentry (e.g., concrete, tile, wood and metal framework, roofing, glazing, woodworking, etc.) in order to accomplish a work assignment.
S2.	Skill in the care and use of hand and power tools to ensure safe operation for others (e.g., carpenter, inmates/wards, etc.) and proper operation of the tools during the performance of daily assignments.
S3.	Skill to effectively receive and follow instructions and communicate with individuals or groups to provide accurate information, instruction, direction, and maintain an effective working relationship.
S4.	Skill to accurately read, interpret and prepare rough sketches, plans (blueprints), drawings, and specifications to obtain/provide information for carpentry work.
S5.	Skill to identify lumber grades and types to select and use proper materials for the completion of work assignments
S6.	Skill to accurately maintain records and reports in order to provide information and documentation and to comply with departmental policies.
S7.	Skill to estimate costs to determine and calculate necessary labor and materials, in order to provide information, plan and complete carpentry work, and other various institutional needs for the purpose of completing work assignments.
S8.	Skill to inspect the work of a crew of carpenters and/or unskilled workers (inmates/wards) to ensure proper completion of work and compliance with codes and regulations.
S9.	Skill to plan, lay out, and coordinate carpentry work with departmental trades people, custody staff, and other institutional program staff, contractors and vendors to provide direction, information, and ensure accuracy and compliance of work assignments.
S10.	<b>Skill to troubleshoot unsafe or defective construction and building conditions (e.g., concrete, tile, wood and metal framework, roofing, glazing, asbestos, lead based paint, etc.) to ensure the safe and proper operation of the facility and adhere to building codes.</b>

	Ability to:
A1.	<b>Ability to be mechanically inclined to perform carpentry work.</b>

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	Special Personal Characteristics:
<b>SPC1.</b>	Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

## **WILLINGNESS STATEMENTS**

### **CLASS: CARPENTER III (CORRECTIONAL FACILITY)**

*NOTE: Each of the statements below are not necessarily required for ALL incumbents in the class.*

	<b>Willingness to:</b>
<b>W1.</b>	<b>Willingness to work in a correctional setting.</b>
<b>W2.</b>	<b>Willingness to work various hours, overtime, holidays and on call and to report for duty at any time an emergency arises or as needed.</b>
<b>W3.</b>	<b>Willingness to travel throughout the state and in isolated areas for short periods (e.g., two to three days at a time) and/or extended periods of time (e.g., five or more days at a time).</b>
<b>W4.</b>	<b>Willingness to supervise the conduct of inmates/wards.</b>
<b>W5.</b>	<b>Willingness to abide by and adhere to departmental safety and security policies and procedures/provisions applicable to specific work tasks performed.</b>
<b>W6.</b>	<b>Willingness to accept constructive criticism and corrections in order to work cooperatively with others.</b>
<b>W7.</b>	<b>Willingness to comply with tuberculosis screening requirements.</b>
<b>W8.</b>	<b>Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections and Rehabilitation: reliability, punctuality, honesty, integrity, empathy towards others, and maintain a calm and professional demeanor without extreme emotional reactions.</b>
<b>W9.</b>	<b>Willingness to have and maintain a neat personal appearance and hygiene.</b>
<b>W10.</b>	<b>Willingness to interact professionally by promoting positive, collaborative, working relations among others (e.g., vendors, inmates/wards, staff, etc.) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.</b>
<b>W11.</b>	<b>Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)</b>
<b>W12.</b>	<b>Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to others (e.g., staff, inmates/wards, vendors, etc.)</b>
<b>W13.</b>	<b>Willingness to respond to changes in the workplace in a positive, professional manner.</b>
<b>W14.</b>	<b>Willingness to work in a team environment, including inter-disciplinary teams with other professional staff to complete assigned work tasks.</b>
<b>W15.</b>	<b>Willingness to accept calculated risks and make necessary decisions.</b>
<b>W16.</b>	<b>Willingness to work near peace officers armed with chemical agents and/or weapons.</b>

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	<b>Willingness to:</b>
<b>W17.</b>	<b>Willingness to work in an environment with a no-hostage policy.</b>
<b>W18.</b>	<b>Willingness to work outside of your assigned work location/duties as needed.</b>